AMENDMENTS TO THE CLAIMS:

This listing of claims will replace all prior versions, and listings, of claims in the application:

Listing Of Claims:

Please amend the claims as follows:

1. (Currently Amended) A method for removing personal information from a first electronic document created by a document-generating application that stores the personal information and makes the personal information visible at a comment block of the document, wherein the method comprises ~~the steps of~~:

activating a privacy option comprising computer-implemented instructions provided by the document-generating application and removing from the first document one or more pieces of the personal information without deleting the document; ~~and~~

wherein the removal of one or more pieces of personal information from the first document comprises the computer-implemented ~~step~~ stage of replacing the one or more pieces of personal information created by the document-generating application with generic information visible at each comment block of the first document; and

saving the first document with the generic information replacing the removed personal information, wherein saving the first document further comprises, in response to activating the privacy option, replacing the removed personal information with the generic information in both a memory representation of the first document and a file representation of the first document.

2. (Canceled)

3. (Original) The method of Claim 1, wherein the one or more pieces of personal information comprises an author's name, a user's name, a company name, a manager's name, a last saved by name, an e-mail address, or a combination thereof.

4. (Cancelled)

5. (Previously Presented) The method of Claim 1, wherein the generic information comprises a string of letters, numbers, symbols, spaces, or a combination thereof.

6. (Cancelled)

7. (Currently Amended) The method of Claim 2 1, wherein saving the first document removes one or more pieces of personal information from display in the comment block appearing within the first document when the first document is saved.

8. (Previously Presented) A method for removing personal information from a visible comment block appearing within a second electronic document, wherein the method comprises creating a template of the second document from the first document produced by the method of Claim 1.

9. (Original) A computing system containing at least one application module usable on the computing system, wherein the at least one application module comprises application code for performing the method of Claim 1.

10. (Original) A computer readable medium having stored thereon computer-executable instructions for performing the method of Claim 1.

11. (Currently Amended) A method for removing personal information from an electronic document created by a document-generating program that makes the personal information visible at a comment block of the document, wherein the method comprises ~~the steps of~~:

receiving input of one or more pieces of personal information into one or more data storage fields of the document-generating program in response to a request for personal information from the document-generating application; ~~and~~

receiving input to activate a computer-implemented privacy option provided by the document-generating program for the document, wherein on activation of the privacy option the document-generating program removes the one or more pieces of personal information from the document, and from the comment block within the document, without deleting the document; ~~and~~

wherein the document-generating program replaces the removed personal information with generic information visible in the comment block within the document; and

receiving input by the document-generating program to save the document, wherein saving the document removes the one or more pieces of personal information from the document and the comment visible within block of the document or replacing replaces the one or more pieces of personal information with generic information in the document and the comment box visible within block of the document in both a memory representation of the document and a file representation of the document.

12. (Original) The method of Claim 11, wherein the one or more pieces of personal information comprises an author's name, a user's name, a company name, a manager's name, a last saved by name, an e-mail address, or a combination thereof.

13. (Cancelled)

14. (Previously Presented) The method of Claim 11, wherein the generic information comprises a string of letters, numbers, symbols, spaces, or a combination thereof.

15. (Cancelled)

16. (Previously Presented) The method of Claim 11, further comprising receiving input by the document-generating program to enter one or more pieces of new personal information into the document after activation of the privacy option of the document, wherein the one or more pieces of new personal information entered into the

document are (a) removed from the document or (b) replaced with generic information (1) as soon as the one or more pieces of new personal information are added to the document, or (2) as soon as an "OK" prompt provided by the document-generating program is replied to by an user, or (3) as soon as the document is closed.

17. (Original) A computing system containing at least one application module usable on the computing system, wherein the at least one application module comprises application code for performing the method of Claim 11.

18. (Original) A computer readable medium having stored thereon computer-executable instructions for performing the method of Claim 11.

19. (Currently Amended) A computer readable medium having stored thereon computer-executable instructions for performing a method for removing personal information from a comment block within an electronic document, wherein the method comprises ~~the steps of~~:

activating a computer-implemented privacy option provided by the instructions, wherein activation of the privacy option enables removal of one or more pieces of personal information from the document without deleting the document; ~~and~~

wherein the removal of one or more pieces of personal information from the document comprises the computer-implemented ~~step~~ <u>stage</u> of replacing the one or more pieces of personal information with generic information visible in the comment block of the document<u>; and</u>

saving the first document with the generic information replacing the removed personal information, wherein saving the first document further comprises, in response to activating the privacy option, replacing the removed personal information with the generic information in both a memory representation of the document and a file representation of the document.

20. (Previously Presented) The computer readable medium of Claim 19, wherein the method further comprises saving the document with the generic information replacing the removed personal information.

21-26. (Cancelled)

27. (Previously Presented) The method of Claim 1, wherein the document generating program generates the comment block containing a comment added to the first electronic document by a user of the program and also containing personal information about the user adding the comment; and wherein

activating the privacy option removes the personal information from the document and from the comment block of the document without removing the comment block or the comment added to the document and displayed within the document.

28. (New) The method of Claim 1, wherein replacing the removed personal information with the generic information in both a memory representation of the first document and a file representation of the first document comprises maintaining content

corresponding to the personal information in a text portion in both the memory representation of the first document and the file representation of the first document.

29. (New) The computer readable medium of Claim 19, wherein replacing the removed personal information with the generic information in both a memory representation of the first document and a file representation of the first document comprises maintaining content corresponding to the personal information in a text portion in both the memory representation of the document and the file representation of the document.